

---

---

**A Review  
of the  
School Closure Process in Nova Scotia**

---

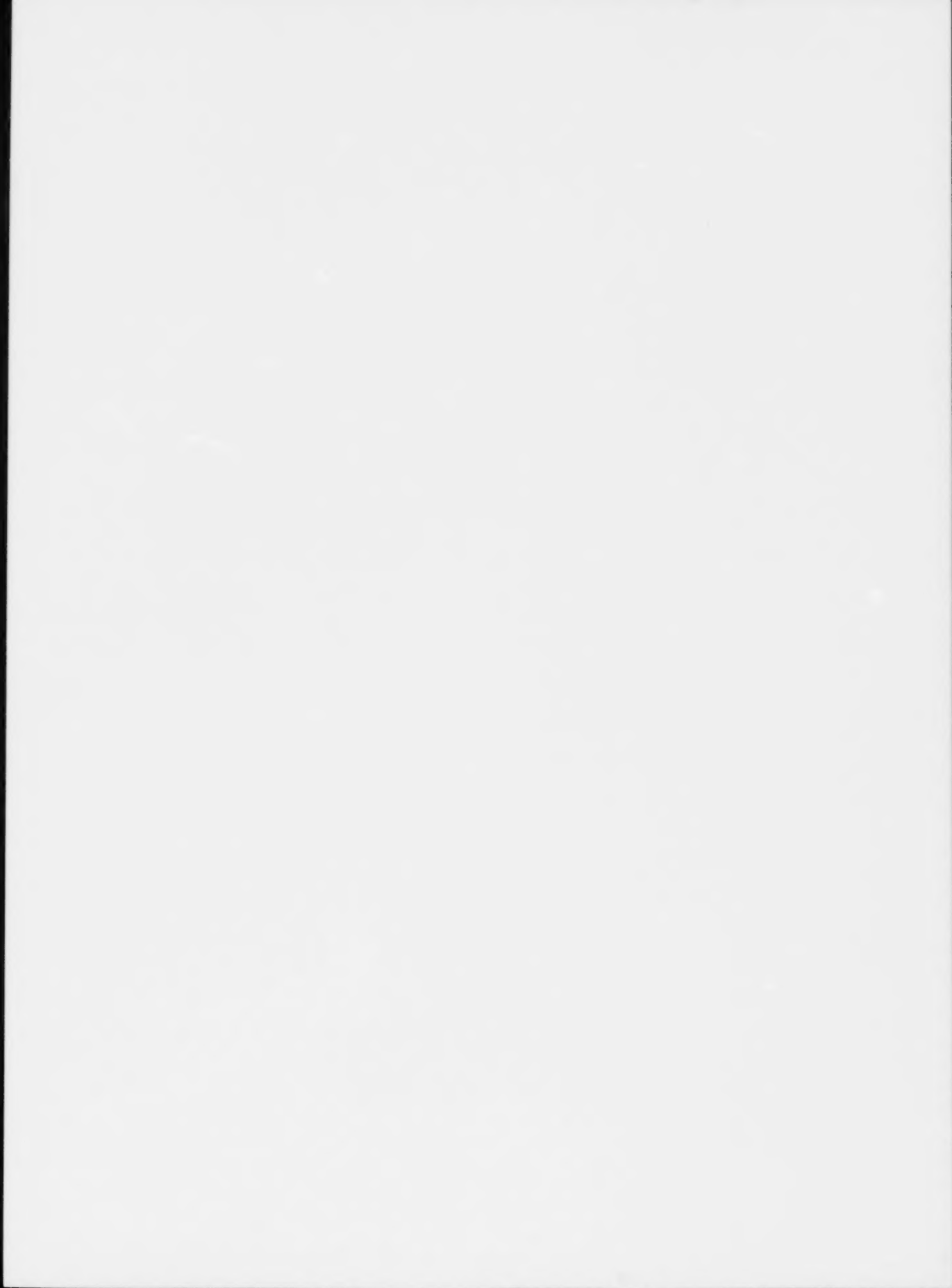
---

**Discussion Paper**



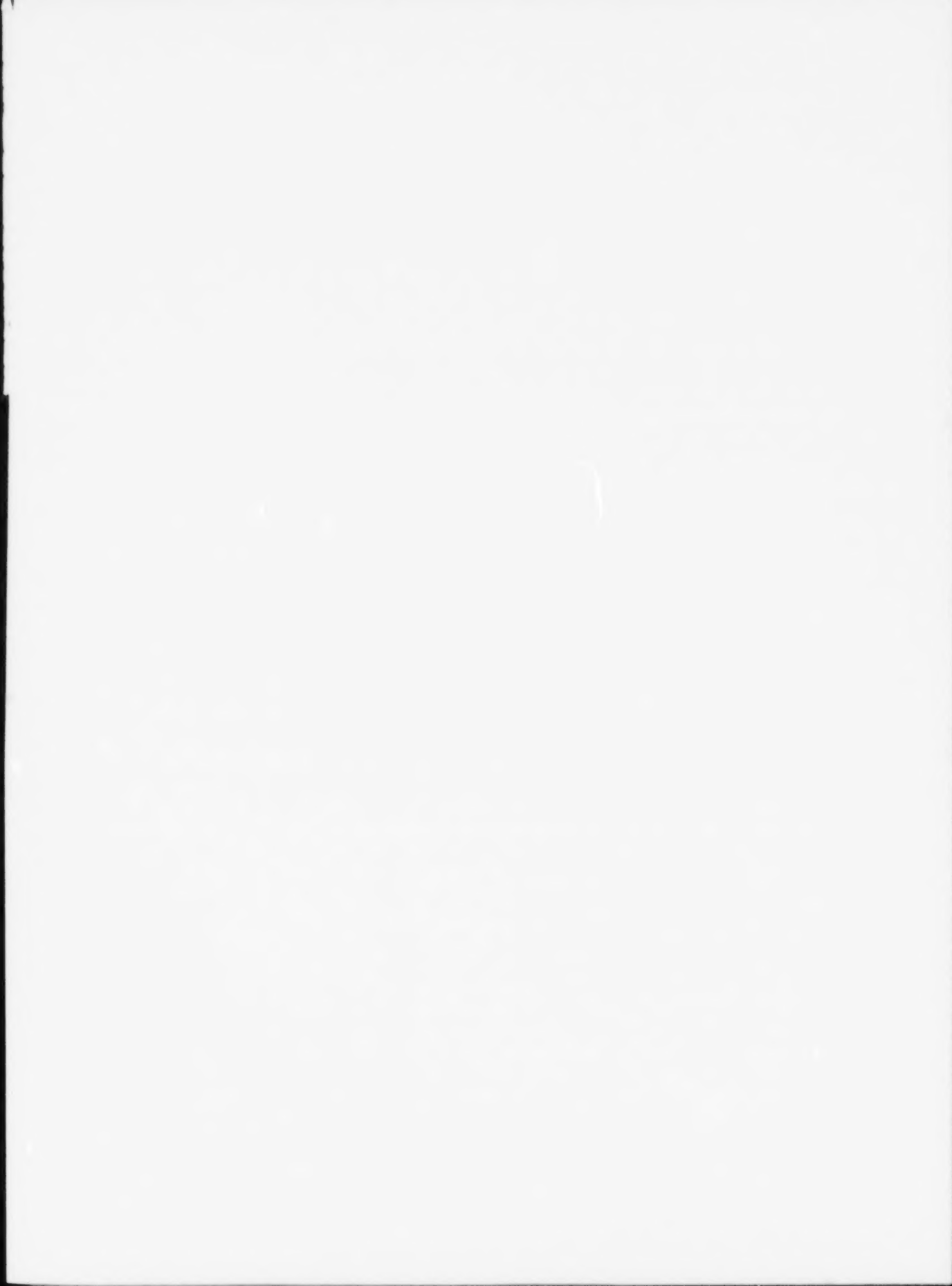
# *Nova Scotia School Closure Process Review*

A Discussion Paper  
August 2006



## Table of Contents

<b>INTRODUCTION</b> .....	1
<b>SECTION 1. Review Process</b> .....	2
<b>SECTION 2. Process for Identifying Schools for Potential Closure</b> .....	3
<b>SECTION 3. Process for Considering Permanent School Closure</b> .....	4
<b>SECTION 4. School Board Policies Regarding Permanent School Closure</b> .....	6
<b>NEXT STEPS</b> .....	7
<b>Appendix A</b> Public Consultation Schedule .....	8
<b>Appendix B</b> <i>Ministerial Education Act Regulations</i> Excerpt .....	9
<b>Appendix C</b> School Board Policies and Procedures Regarding Permanent School Closure .....	14



## INTRODUCTION

The permanent closure of schools by Nova Scotia school boards, and the process to identify schools for closure, is challenging. With enrolment declining in many school boards and increasing costs for infrastructure maintenance, there is a need to review on a regular basis the infrastructure required to support the delivery of an effective public school program.

In March 2006, it was announced that a review of legislation covering the process for considering school closures in Nova Scotia would be conducted, and school boards were asked to put their school reviews on hold until after that assessment is completed. This review will tell us whether the mandated procedures for closing schools continue to meet the needs of students, the education system, and communities.

The School Closure Process Review Committee will review the sections of the *Education Act*, Regulations under the Act, and school board policies dealing with permanent school closure. In addition, the review will include public consultations in September and October 2006 to receive the input of Nova Scotians. Based on the input received through the public consultation process and meetings with elected school board members and staff, the Committee will prepare a written report in the Winter of 2007, with recommendations to the Minister of Education.

The Department of Education is committed to ensuring that processes for permanent school closure are as effective and objective as possible, and to providing an educational environment in which Nova Scotia students can achieve learning success.

To guide discussion on the review of school closure processes, this Discussion Paper is organized around three themes, which will be the subject of the public consultations:

1. criteria for identifying schools for possible closure
2. procedures for permanent closure of a school
3. school board policies related to school closure processes

## SECTION 1      Review Process

The Government of Nova Scotia has committed to a review of the school closure process.

The present process was outlined in regulations in June 1997. After nine years, it is time to review the process to consider if any improvements can be made to better serve Nova Scotia students and their communities.

This Discussion Paper is designed to assist Nova Scotians in providing input into the review of the school closure process. A description of the process for the identification of schools for possible closure and the procedures for consideration of whether to close a school are outlined in Sections 2 and 3. Section 4 contains information on current school board policies related to school closure.

An excerpt from the *Ministerial Education Act Regulations* that pertains to permanent school closure is included in Appendix B. School board policies related to school closure are included in Appendix C.

You are invited to participate in this important public consultation process. Your input can be provided in a number of ways:

### ***Public Consultations***

Public meetings are scheduled for ten locations across the province. The schedule of these meetings may be found in Appendix A at the back of this Discussion Paper.

### ***Response Form***

A Response Form has been provided to facilitate your input. Please use this form to record your comments, and submit it to the Department of Education. This Discussion Paper and the Response Form are also available online at the department's website: [www.ednet.ns.ca](http://www.ednet.ns.ca).

Completed Response Forms can be submitted to the Department by:

#### **Mail**

School Closure Review  
Nova Scotia Department of Education  
Corporate Policy Branch  
P.O. Box 578  
Halifax NS B3J 2S9

#### **Fax**

(902) 424-0519

#### **Email:**

[review@gov.ns.ca](mailto:review@gov.ns.ca)

### **Deadline for Submissions: October 31, 2006**

You can receive more copies of this Discussion Paper and Response Form:

- ▶ from the Department of Education **website**, [www.ednet.ns.ca](http://www.ednet.ns.ca)
- ▶ by **calling** (902) 424-5294
- ▶ by **e-mailing** [review@gov.ns.ca](mailto:review@gov.ns.ca)



## **SECTION 2      Process for Identifying Schools for Potential Closure**

The permanent closure of public schools in Nova Scotia is governed by the *Education Act* and the *Ministerial Education Act Regulations* (hereafter referred to as the Regulations).

The *Education Act* gives each school board the power to make a by-law governing the permanent closure of a public school within its jurisdiction that is consistent with the Regulations. The school board may permanently close a school in accordance with the by-law. In the case where there is no such by-law, the process for school closure must follow the Regulations respecting the permanent closure of public schools.

Prior to the decision to close a school, school boards engage in a process through which they consider established criteria for identifying schools for closure, examine the reasons for closure, and gather public input into the possible closure.

School closure processes have two phases, the

- 1) process for identifying schools to be considered for permanent closure, and the
- 2) process for consideration of whether to close a school.

Under the Regulations, school boards are required to develop policies and procedures to identify schools to be considered for permanent closure. These policies need to consider:

- enrolment patterns and projections
- general population patterns and projections
- future developments in the community that would influence the closing of a school
- effects of school closure on the educational and social opportunities available to students in that school and in other schools in the school board

Other criteria that can be used to identify a school for potential closure include:

- percent of classroom capacity used
- proximity of students to schools
- space utilization
- need for new schools/additions
- physical condition of building and maintenance costs
- availability of alternative accommodation
- cost of transportation to another school
- impact on community
- financial implications of closure versus retaining existing school
- operating costs

## SECTION 3      **Process for Considering Permanent School Closure**

Following a decision to consider a school for closure, a process is initiated in order to make the decision of whether to close the school.

When considering each school identified for possible permanent closure, the school board may either follow the procedure outlined in the Regulations or develop its own policy and procedures.

### **A school board that does not have policies for considering school(s) for permanent closure...**

School boards that do not have policies and procedures on the consideration of school(s) for permanent closure must follow the Regulations. The Regulations outline the following process for the consideration of school(s) for permanent closing.

#### *Study Committee*

As part of the Regulations, school boards must establish a Study Committee to examine and report to the school board on issues that are relevant to the possible permanent closure. The Committee must hold its first meeting no later than November 30 of the year preceding the school year in which the school would close, and must prepare a report to be submitted to the school board by February 15.

The members of the Committee may include:

- representatives from the School Advisory Committee (SAC)
- school board representatives
- community representatives elected by residents at a public meeting
- student representatives

The Committee examines and reports to the school board on all matters relevant to the possible closing of the school(s). The Committee considers the effect the school closing would have on:

- educational progress of students
- school board finances
- transportation of students
- maintenance and facility requirements of the school board
- social development of those students in schools that may be closed and in receiving schools
- student co-curricular activities
- student government finances
- lunchroom facilities
- traffic at the schools to which students may be transferred
- education and financial consequences of keeping the school(s) open

The Committee is required to hold at least one public meeting and invite the public to submit written comments on the possible closure.

### *Study Committee Report*

The Committee is required to invite public input into the development of the report, and, following submission of the report to the school board, the board must ensure public access to the report. Following public release of the report, school boards must invite written comments and conduct a public meeting at which residents are invited to give oral comments on the report.

### *Decision to Close a School*

The school board decides on the permanent closing of the school based on the Study Committee's report and input from the public through the public meeting and written submissions. A school board must make its final decision on the closure of a school no later than April 15 of the calendar year in which the school would close. The decision of a school board to permanently close a school made in accordance with the Regulations is final, and cannot be altered by the Minister.

### *Principal's Report*

Following a school closure, a report must be prepared by the principal responsible for the school to which students from the permanently closed school have been transferred. This report must contain information on the educational and social progress of the transferred students, and must be prepared no later than December 31 of the year in which the school was closed.

## **School boards that have developed policies on considering a school(s) for closure...**

The Regulations state that a school board's policy on considering school(s) for closure must at least meet the requirements described in the Regulations, and provide for:

- public notification of the board's intent to close the school
- public participation in the process to decide on the permanent closing of a school
- public access to all the information that the school board uses to make its decision
- consideration of educational and financial consequences
- consideration of the effects on the community
- sufficient time for public notification, participation and access to information
- a report to be presented to the school board no later than December 31 provided by the principal(s) responsible for the school or schools to which the students from the permanently closed school are transferred, describing the education and social progress of the transferred students and their adjustment.

## SECTION 4      School Board Policies Regarding Permanent School Closure

Five of the eight school boards in Nova Scotia have policies in place regarding school closure, as outlined in the table below. Those boards which do not have policies regarding identification and/or procedures for closure, follow the criteria and procedures as outlined in the Regulations.

Regional School Board	Policies and Procedures	
	Identify schools to be considered for closure	Consider the closure of identified school(s)
Annapolis Valley Regional School Board	Yes	Yes
Cape Breton-Victoria Regional School Board	No	Yes
Chignecto-Central Regional School Board	Yes	Yes
Conseil scolaire acadien provincial	No	Yes
Halifax Regional School Board	Yes	Yes
South Shore Regional School Board	No	No
Strait Regional School Board	No	No
Tri-County Regional School Board	Under development	Under development

The existing school board policies on permanent school closure are very similar to the procedures outlined in the Regulations. The Conseil scolaire acadien provincial (CSAP) and the Halifax Regional School Board have additional details and procedures:

### CSAP:

- Consider the requirements of the Canadian Charter of Rights and Freedoms
- Include a communication plan to inform parents of the process and timetable
- Include development of a plan for the relocation of students

### Halifax Regional School Board:

Requires that the school being considered for closure meet one or more of the following criteria:

- Circumstances indicate that change in facility use will result in better educational opportunities for students of the school board.
- Circumstances indicate that change in facility use will result in reduced operating costs.
- Enrolment is less than 50% of the capacity for which the building is designed.
- Physical factors related to the school require a study of feasibility of its long-term operations.

The Halifax Regional School Board policy outlines a broader scope for the School Closure Review Committee (or the Study Committee). In addition to the duties outlined in the Regulations, the committee makes recommendations for changes to attendance boundaries, school reconfiguration, and the possible future use of abandoned school sites and buildings.

## NEXT STEPS

The information gathered through this consultation process will be analysed by the Review Committee who will consider all options to improve the school closure process. Based on this analysis, the Committee will present a written report to the Minister of Education, with recommendations regarding key issues and concerns about the school closure process.

It is anticipated that the Review Committee's report will be finalized early in the winter of 2007.



## APPENDIX A

### School Closure Process Review Public Consultation Meeting Schedule

Date	Time	Location
September 12, 2006	7-9 pm	Sydney Sherwood Park Education Centre
September 13, 2006	7-9 pm	Port Hawkesbury Strait Area Education-Recreation Centre
September 14, 2006	7-9 pm	Truro Cobequid Educational Centre
September 18, 2006	7-9 pm	Berwick Berwick and District School
September 19, 2006	7-9 pm	Yarmouth Maple Grove Education Centre
October 2, 2006	7-9 pm	Amherst Amherst High School
October 10, 2006	7-9 pm	Sheet Harbour Duncan MacMillan High School
October 11, 2006	7-9 pm	Halifax École du Carrefour
October 12, 2006	7-9 pm	Dartmouth Dartmouth High School
October 17, 2006	7-9 pm	Bridgewater Bridgewater Junior-Senior High School





## APPENDIX B

### *Ministerial Education Act Regulations Excerpts<sup>1</sup>*

#### **Permanent closing of schools**

14 (1) In these regulations, "permanent closing" of a school means the closing, for a period exceeding 12 months, of a school building used for purposes of providing instruction to persons who have the right to attend school pursuant to subsection 5(2) of the Act.

(2) Despite subsection (1), the closing of a school for a period exceeding 12 months for the purpose of effecting repairs, renovations or additions to the school building shall not be deemed to be a permanent closing of the school if the school board in charge of the school has approved plans to reopen the building upon completion of the repairs, renovations or additions and use the building for providing instruction to persons who have a right to attend school pursuant to subsection 5(2) of the Act.

(3) Despite subsection (1), this Section and Sections 15 to 23 shall not apply to a school that is replaced by

(a) a newly constructed school; or

(b) another school provided by the Province in respect of a direction, request or order of a court, to house the students from the school that is to be closed. **Subsection 14(3) replaced: N.S. Reg. 143/2000.**

15 (1) Every school board shall prepare and adhere to a written statement of the policies and procedures to be used by the school board and its staff in identifying schools that will be considered for permanent closing, and shall file the written statement with the Minister.

(2) The procedures established pursuant to subsection (1) shall provide for consideration of

(a) enrolment patterns and projections;

(b) general population patterns and projections;

(c) any information available to the school board regarding future developments in the community that would influence the need to consider the closing of a school; and

(d) the effects that closing a school would have on the educational and social opportunities available to the students in that school and in other schools operated by the school board.

---

<sup>1</sup>N.S. Reg 80/97, *Ministerial Education Act Regulations*, under the authority of the *Education Act*, S.N.S 1995-96, c.1

(3) Despite subsections (1) and (2), a school board may exempt any of its schools from consideration for closing.

16 (1) With respect to the permanent closing of schools, every school board shall either follow the procedures described in Sections 17 to 23 or prepare and adhere to a written statement of policies and procedures that provides for

- (a) public notification of the board's intention to consider closing a school;
- (b) public participation in the process of reaching a decision on permanent closing of a school;
- (c) public access to all information that the school board uses to make its decision on the permanent closing of a school and to the report described in clause (f);
- (d) consideration of all foreseeable educational and financial consequences and the effects on the community of the permanent closing of the school;
- (e) sufficient time for the actions required under clauses (a) to (d) to be satisfactorily completed; and
- (f) a report that
  - (i) shall be presented to the school board no later than December 31 in the calendar year in which a school has been permanently closed,
  - (ii) shall be provided by the principal or principals responsible for the school or schools to which the students from the permanently closed school have been transferred, and
  - (iii) describes the educational and social progress of the transferred students and their adjustment to their new school or schools.

(2) Any statement of policies and procedures prepared by a school board pursuant to subsection (1) shall be filed with the Minister and shall at least meet the requirements described in Sections 17 to 23 with respect to provision of information to the public, participation by the public in decisions on school closings, the time allowed for public participation and study, and consideration of factors related to the closing of a school.

17 (1) When a school board determines through the procedures established pursuant to Section 15 that one or more schools should be considered for permanent closing, public notification of its intention to consider closing a school shall be published in a newspaper having general circulation in the area served by the school no later than October 31 in the year immediately preceding the calendar year in which the school may be closed, and the advertisement conveying the public notice shall also give notice of the time, location, and purpose of a public meeting at which representatives of the community served by the school will be elected to the study committee pursuant to subsection (4).

(2) A school board shall establish a study committee to be comprised as outlined in subsection (3) or (4).

(3) A school board that wishes to establish a separate study committee for each school being considered for closing may, if

(a) a school advisory council has been established for the school being considered for closing; and

(b) the school advisory council agrees to be appointed as part of the study committee, establish a study committee for such purpose comprised of the following members:

(i) the school advisory council;

(ii) school board representatives, other than the teachers and support staff of the school proposed to be closed, the total number of members appointed pursuant to this clause to be no greater than the total number of members of the school advisory council;

(iii) a chair chosen in the manner set out in subsection (7) .

(4) Where a school board wishes to establish a separate study committee for each school being considered for closing, but the conditions in clauses (3)(a) or (b) are not met, or the school board wishes to establish a study committee with responsibility for the study of two or more school closings, the school board may establish a study committee for such purposes with the following members:

(a) representatives of the communities served by the schools being considered for closing, elected pursuant to subsection (5), with at least one representative of the area served by each of the schools and a total of not fewer than three community representatives, whatever the number of schools being considered;

(b) one representative of the students enrolled in each school that is being considered for closing, if the school teaches any or all of grades 7 to 12;

(c) persons appointed by the school board, who may be members of the school board or of its professional staff and any other persons the school board wishes to appoint, with the total number of members appointed pursuant to this clause being no greater than the total number of representatives appointed pursuant to clauses (a) and (b); and

(d) a chair chosen in the manner set out in subsection (7).

(5) The community representatives of each school being considered for closing, described in clause (4)(a), shall be elected by residents of the areas served by that school at a public meeting announced through the advertisement described in subsection (1) and chaired by the principal of the school or another person, as determined by the school board.

(6) The student representative described in clause (4)(b) shall be designated by the student council or equivalent body of the school being considered for closing.

(7) A school board shall appoint one of the members of a study committee designated pursuant to subsection (3) or (4), as the case may be, to serve as the interim chair for the first meeting of the study committee at which meeting the members of the committee shall choose a chair who is not a person appointed to the committee pursuant to clause (3)(i) or (ii), or clause (4)(a), (b) or (c), as the case may be.

(8) An interim chair appointed by a school board pursuant to subsection (7) shall have the right to vote on matters before the study committee.

(9) If, at its first meeting, a study committee fails to appoint a chair, the school board shall report this result to the Minister and the Minister shall appoint a chair of the study committee who is not a member of the board or its staff, nor a resident of the areas served by the school or schools being considered for closing.

(10) The chair of a study committee has the same rights as other members of the study committee, including the right to vote on any motion before the study committee.

18 (1) A study committee shall hold its first meeting no later than November 30 immediately preceding the calendar year in which the proposed school closings would occur.

(2) A study committee shall examine and report to the school board on all matters the study committee considers relevant to the possible closing of the schools, including

(a) the effects the school closings would have on the educational progress of students, school board finances, the transportation, maintenance and facility requirements of the school board, the social development of the students in both the schools which may be closed and the receiving schools, student co-curricular activities, student government finances, lunchroom facilities, and traffic at the schools to which students may be transferred; and

(b) the educational and financial consequences for the school district of keeping the school or schools open.

(3) Prior to preparing its report, a study committee shall invite the public to submit written comments on the possible closings and shall also conduct at least one public meeting at which comments can be presented orally by any person, pursuant to procedures established by the study committee.

(4) Notice of the invitation for comments and the holding of the public meeting pursuant to subsection (3) shall be given through an advertisement which appears in a newspaper having general circulation in the areas served by the schools being considered for closing, and shall be published at least three times, with the first notice appearing at least three weeks before the date of the public meeting.

(5) A study committee shall submit its report and recommendations to the school board no later than February 15 of the calendar year in which the proposed school closings would occur.

(6) The source of all statistics or other information in the report of the study committee shall be clearly identified.

19 Upon receipt of the report of a study committee, a school board shall ensure public access to the report by providing copies for examination at school board offices or other locations convenient for the public and by providing a reasonable number of copies that can be obtained by residents of the school district either without charge or at a price no greater than the cost of printing the report.

20 (1) Following the public release of a study committee report pursuant to Section 19, a school board shall invite residents of the school district to submit written comments on the report and shall also conduct a public meeting on the report at which comments may be presented orally to the school board by any person, pursuant to procedures established by the school board.

(2) Notice of the invitation for comments and the holding of the public meeting pursuant to subsection (1) shall be given through an advertisement which appears in a newspaper having general circulation in the areas served by the schools being considered for closing and shall be published at least three times, with the first notice appearing at least three weeks before the date of the public meeting.

21 (1) A school board shall make its final decisions regarding any permanent closings of schools no later than April 15 immediately preceding the school year in which the permanent closings will take place.

(2) Decisions of a school board made in accordance with the process described in these regulations are final and shall not be altered by the Minister.

22 No later than December 31 in the calendar year in which any school is permanently closed, the principal of each school to which the students from the permanently closed schools have been transferred shall provide a report describing the educational and social progress of the transferred students and their adjustment to their new school or schools.

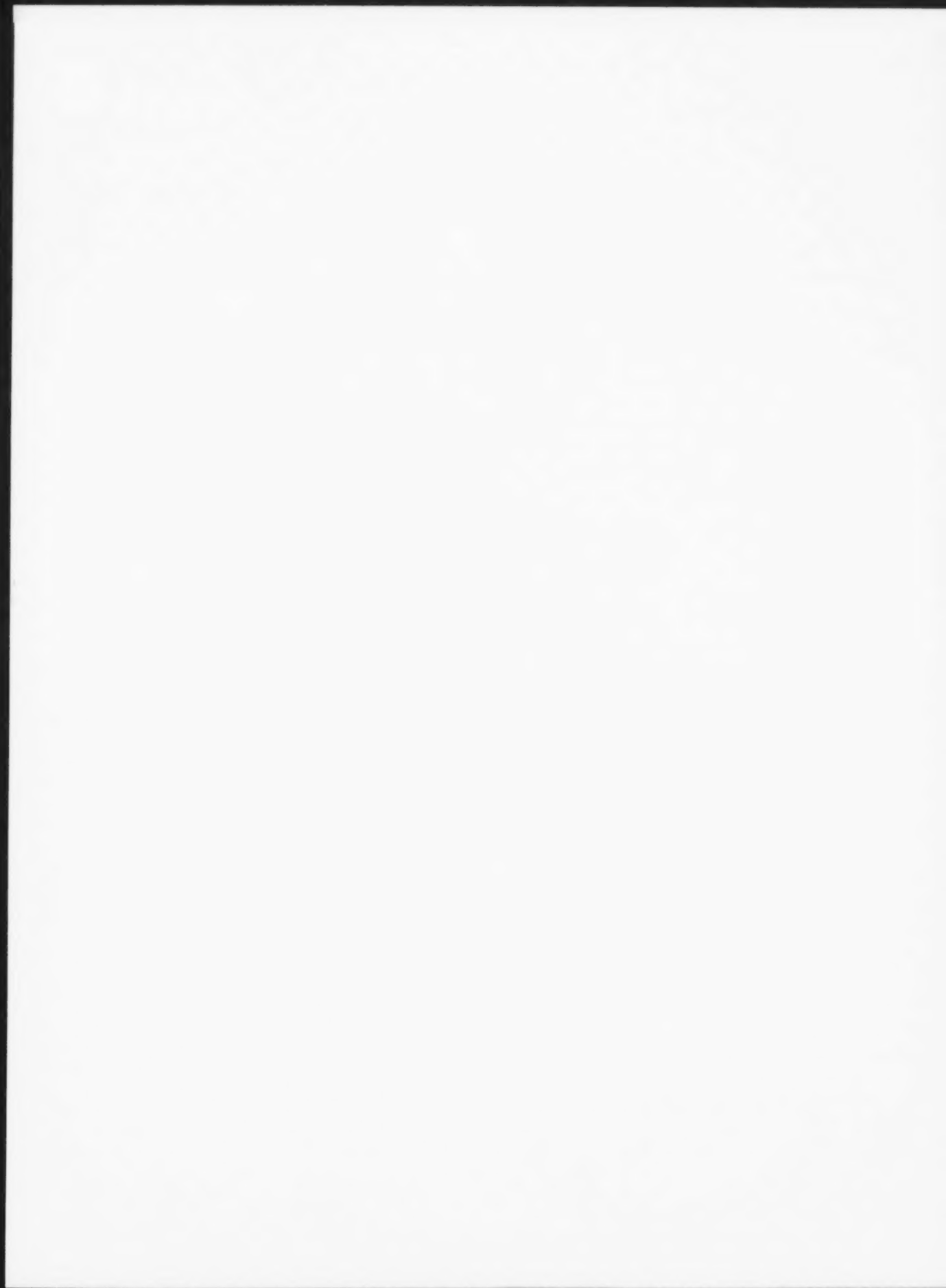
23 A school board shall make available

- (a) the statement of policies and procedures prepared pursuant to Section 15;
- (b) any reports or other information that a study committee or the school board uses to reach its decisions, and
- (c) the report made pursuant to Section 22, for examination by any person at all reasonable times.



## **APPENDIX C**

### **School Board Policies and Procedures Regarding Permanent School Closure**







## **Annapolis Valley Regional School Board**

### **Administrative Procedure – AP 101.2**

### **Permanent Closing of a School**

**Department:** Superintendent of Schools  
**Section:** System Administration

As outlined in the Board Policy 101.2, a two-part process as defined in the *Regulations, Section 15, 16 and 17* will be used for consideration of permanent closing of a school. Part I of the process defines the criteria the Board will follow when identifying schools for consideration of permanent closing. Part II defines the procedure the Board will follow when it has determined a school should be considered for permanent closing.

#### **PART I**

#### **Identification of Schools to be Considered for Permanent Closing**

The procedures that will be used to identify a school for consideration for permanent closing will be in accordance to the *Regulations, Section 15 (2)*. This first part of the process will be an internal Board process.

As outlined in the *Regulations*, the following criteria will be used by the Board and its staff when identifying a school or schools for consideration of permanent closing:

- a. enrolment patterns and projections
- b. general population patterns and projections
- c. any information available to the school board regarding future developments in the community that would influence the need to consider the closing of a school
- d. effects that closing a school would have on the educational and social opportunities available to the students in that school and in other schools operated by the school board

In accordance with the *Regulations, 15 (3)*, a school board may exempt any of its schools from consideration for closing.

#### **Specifically:**

- ◆ It will be the responsibility of the Superintendent of Schools to submit a written report to the Board's Planning and Priorities Committee of the board, by June 30, identifying a particular school or schools for consideration of permanent closing.

- ◆ The Planning and Priorities Committee will study the report and will decide if a recommendation should go forth to the Board advising that the Board consider permanent closing of a school or schools.

## **PART II**

### **Permanent Closing of Schools**

- ◆ When the Board determines that one or more schools should be considered for permanent closing, the Board will follow the procedures described in the *Regulations, Sections 17 to 23*, (refer to Appendix A). **This process involves the Board and the public.**

### **Filing Criteria and Procedures with Minister of Education**

- ◆ This administrative procedure and corresponding policy will be filed with the Minister of Education in accordance to the Ministerial Education Act Regulations, Sections 15 (1) and 16 (2).

The Superintendent of Schools shall be responsible for the implementation of this Administrative Procedure.

Superintendent Approved: July 25/03  
Ref: BP 101.1, *Education Act and Regulations*  
Monitoring Date: Annually  
Revised:

## SCHOOL REVIEW POLICY

**SUPPORT SERVICES: 500**

*School Review : SS 508*

*Adoption Date: October 22, 2001*

### Scope

This policy applies to all schools under the jurisdiction of the Cape Breton-Victoria Regional School Board.

### Purpose

To provide a method for the Cape Breton-Victoria Regional School Board to review a school for possible permanent closure.

### Policy Statement

### Cross Reference

**Authorization**

This policy has been authorized by the Board under motions number....

**Responsibility**

It is the responsibility of the Director of Support Services to ensure that this policy and administrative procedures are implemented.

**Implementation**

The Director of Support Services or his designate will implement the policy and administrative procedures.

**Procedure**

1. When the school board determines that one or more schools should be considered for permanent closing, public notification of its intention to consider closing a school shall be published in a newspaper having general circulation in the area served by the school no later than October 31 in the year immediately preceding the calendar year in which the school may be closed, and the advertisement conveying the public notice shall also give notice of the time, location, and purpose of a public meeting at which representatives of the community served by the school will be elected to the study committee.
2. The school board shall establish a study committee to be comprised as outlined in (3).
3. The school board may wish to establish a separate study committee for each school being considered for closing, if
  - 3.1 a school advisory council has been established for the school being considered for closing; and
  - 3.2 the school advisory council agrees to be appointed as part of the study committee establish a study committee for such purpose comprised of the following members:
    - 3.2.1 the school advisory council;

- 3.2.2 school board representatives, other than the teachers and support staff of the school proposed to be closed, the total number of members appointed pursuant to this clause to be no greater than the total number of members of the school advisory council;
  - 3.2.3 a chair chosen in the manner set out in subsection (7).
- 4. Where the school board wishes to establish a separate study committee for each school being considered for closing, but the conditions in clauses (3) (a) or (b) are not met, or the school board wishes to establish a study committee with responsibility for the study of two or more school closings, the school board may establish a study committee for such purposes with the following members:
  - 4.1 representatives of the communities served by the schools being considered for closing, elected pursuant to subsection (5), with at least one representative of the area served by each of the schools, and total of not fewer than three community representatives, whatever the number of schools being considered;
  - 4.2 One representative of the students enrolled in each school that is being considered for closing, if the school teaches any or all of grades 7 to 12;
  - 4.3 persons appointed by the school board, who may be members of the school board or of its professional staff and any other persons the school board wishes to appoint, with the total number of members appointed pursuant to this clause being no greater than the total number of representatives appointed pursuant to clauses (a) and (b); and
  - 4.4 a chair chosen in the manner set out in subsection (7).
- 5. The community representatives of each school being considered for closing, described in clause (4) (a), shall be elected by residents of the areas served by that school at a public meeting announced through the advertisement described in subsection (1) and chaired by the principal of the school or another person, as determined by the school board.
- 6. The student representative described in clause (4) (b) shall be designated by the student council or equivalent body of the school being considered for closing.
- 7. The school board shall appoint one of the members of a study committee designated pursuant to subsection (3) or (4), as the case may be, to serve as the interim chair for the first meeting of the study committee at which meeting the members of the committee shall choose a chair who is not a person appointed to the committee pursuant to clause 3 (i) or (ii), or clause (4) (a), (b), or (c), as the case may be.
- 8. An interim chair appointed by a school board pursuant to subsection (7) shall have the right to vote on matters before the study committee.
- 9. If, at its first meeting, a study committee fails to appoint a chair, the school board shall report this result to the Minister and the Minister shall appoint a chair of the study committee who is not a member of the board or its staff, nor a resident of the areas served by the school or schools being considered for closing.

10. The chair of a study committee has the same rights as other members of the study committee, including the right to vote on any motion before the study committee.
11. A study committee shall hold its first meeting no later than November 30 immediately preceding the calendar year in which the proposed school closings would occur.
12. A study committee shall examine and report to the school board on all matters the study committee considers relevant to the possible closing of the schools including:
  - 12.1 the effects the school closings would have on the educational progress of students, school board finances, the transportation, maintenance and facility requirements of the school board, the social development of the students in both the schools which may be closed and the receiving schools, student co-curricular activities, student government finances, lunchroom facilities, and traffic at the schools to which students may be transferred; and
  - 12.2 the educational and financial consequences for the school district of keeping the school or schools open.
13. Prior to preparing its report, a study committee shall invite the public to submit written comments on the possible closings and shall also conduct at least one public meeting at which comments can be presented orally by any person, pursuant to procedures established by the study committee.
14. Notice of the invitation for comments and the holding of the public meeting pursuant to subsection (3) shall be given through an advertisement which appears in a newspaper having general circulation in the areas served by the schools being considered for closing, and shall be published at least three times, with the first notice appearing at least three weeks before the date of the public meeting.
15. A study committee shall submit its report and recommendations to the school board no later than February 15 of the calendar year in which the proposed school closings would occur.
16. The source of all statistics or other information in the report of the study committee shall be clearly identified.
17. Upon receipt of the report of a study committee, the school board shall ensure public access to the report by providing copies for examination at school board offices or other locations convenient for the public and by providing a reasonable number of copies that can be obtained by residents of the school district either without charge or at a price no greater than the cost of printing the report.
18. Following the public release of a study committee report pursuant to Section (17), the school board shall invite residents of the school district to submit written comments on the report and shall also conduct a public meeting on the report at which comments may be presented orally to the school board by any person, pursuant to procedures established by the school board.
19. Notice of the invitation for comments and the holding of the public meeting pursuant to subsection (1) shall be given through an advertisement which appears in a newspaper having general circulation in the areas served by the schools being considered for closure and shall be published at least three times, with the first notice appearing at least three weeks before the date of the public meeting.

20. The school board shall make its final decisions regarding any permanent closings of schools no later than April 15 immediately preceding the school year in which the permanent closings will take place.
21. Decisions of the school board made in accordance with the process in these regulations are final and shall not be altered by the Minister.
22. No later than December 31 in the calendar year in which any school is permanently closed, the principal of each school to which the students from the permanently closed schools have been transferred shall provide a report describing the educational and social progress of the transferred students and their adjustment to their new school or schools.
23. A school board shall make available:
  - 23.1 the statement of policies and procedures prepared pursuant to Section 15;
  - 23.2 any reports or other information that a study committee or the school board uses to reach its decisions, and
  - 23.3 the report made pursuant to Section 22, for examination by any person at all reasonable times.

#### **Associated Forms**

#### **Policy Review**

This policy will be reviewed by Director of Support Services or his designate within three years from the authorization date.

#### **Distribution**

All Policy Manual Holders





**CHIGNECTO-CENTRAL  
REGIONAL SCHOOL BOARD**

**POLICY #B-01**

**SCHOOL CLOSURE**

[BOARD MINUTE #01-96, Page 3]  
Revised, [BOARD MINUTE #04-97, Page 3]  
Revised, [BOARD MINUTE #12-98, Page 3]

The Chignecto-Central Regional School Board is committed to providing the best education possible for students of the Region. Within this context, the Board believes that school facilities must be both accommodating and educationally functional.

Accordingly, the Board recognizes that, on occasion, it may be appropriate to consider permanent closing of a school building(s).

On such occasion, the Board expects the Superintendent of Schools (or designate) to prepare, implement and monitor procedures such that the process for consideration of the permanent closing of a school building(s) will include:

- a preliminary investigation (conducted by Staff) of the educational viability of a school building(s) (per Section 15(2) of the Regulations Under the Education Act);
- a motion of the Chignecto-Central Regional School Board to undertake a full investigation of the educational viability and possible closing of a school building(s); and,
- planning/conduct of a full investigation in accordance with the procedures outlined in Sections 89(1), (2), (3) and 145 (1) (m)-(o) of the Education Act and Regulations Under the Education Act, Sections 14 – 23, respecting the permanent closure of public schools.





# DIRECTIVE ADMINISTRATIVE

DU CONSEIL SCOLAIRE ACADIEN PROVINCIAL

<b>OBJET:</b> Fermeture permanente d'écoles	<b>DATE:</b> le 13 octobre 1998	<b>D 235</b>
		Page 1 de 1

## PRÉAMBULE

Le Conseil scolaire acadien provincial veut établir une directive administrative et des procédures administratives pour la fermeture permanente des écoles qui seront conformes au Règlement sur la fermeture permanente d'écoles et à l'amendement aux *Regulations Under the Act*, 1997, faits en vertu de la Loi scolaire.

Lorsqu'il s'agit de fermeture permanente d'écoles, le Conseil scolaire acadien provincial s'en tiendra aux procédures énoncées dans les articles 17 à 23 des règlements faits en vertu de la loi scolaire.

---

**Responsable de la mise en oeuvre:** Directions générales adjointes

**Évaluation:** Directions générales adjointes

---

**Procédure administrative:** P 235

**Formulaire:** --



## CSAP

### Administrative Procedure

#### Re: Permanent School Closures

Date: October 13, 1998

P 235

Page 1 of 5

- 1.1 When the Conseil scolaire acadien provincial (hereafter "the CSAP") is considering the closure of one or several schools on a permanent basis, it shall announce in local newspapers its intention to consider the schools' closure by October 31 of the year preceding the calendar year during which the schools might close. The announcements shall also invite the population to a public meeting and provide the date, location, and purpose of the meeting, which will include the election of community representatives to sit on the review committee established pursuant to Section 1.4.
- 1.2 The CSAP shall establish a separate review committee as prescribed in Section 1.3 or 1.4.
- 1.3 If the CSAP wishes to establish a separate review committee for each school whose closure is being considered and if:
  - (a) a school advisory council has been created for the school whose closure is being considered; and
  - (b) the school advisory council agrees to be part of the review committee.then the CSAP may create a review committee with the following membership:
  - (i) the school advisory council;
  - (ii) CSAP representatives, excluding members of the teaching and support staff of the school whose closure is being considered, with the total number of members selected pursuant to this article not exceeding the total number of members of the school advisory council;
  - (iii) a chair selected as prescribed in Section 1.7.
- 1.4 If the CSAP decides to establish a separate review committee for each school whose closure is being considered but the conditions prescribed in Sections 1.3 (a) and (b) are not met, or if the CSAP wishes to establish a single review committee for two or more schools, then the CSAP may establish a review committee for this purpose with the following membership:
  - (a) representatives from the communities served by the schools whose closure is being considered, who shall be elected pursuant to Section 1.5, with at least one representative for the area served by each school, and a total of at least three community representatives, regardless of the number of schools whose closure is being considered;
  - (b) a representative of students enrolled in each school whose closure is being considered, if the school teaches programs from Grades 7 to 12;

- (c) individuals selected by the CSAP, who may be either CSAP members, CSAP administrators, or any other person that the CSAP wishes to appoint, with the total number not exceeding the total number of representatives appointed pursuant to clauses (a) and (b);
  - (d) a representative selected pursuant to Section 1.7
- 1.5 The representatives of each school's community identified in Section 1.4(a) shall be elected by the residents of the regions served by the school, during a public meeting announced pursuant to Section 1.1 and chaired by the school principal or another person appointed by the CSAP.
  - 1.6 The student representative identified in Section 1.4(b) shall be selected by the student council or its equivalent in each school whose closure is being considered.
  - 1.7 The CSAP shall select one of the members of the review committee established pursuant to Section 1.3 or Section 1.4, as the case may be, to act as the acting chair during the first meeting of the review committee, during which committee members shall select a chair that is not one of the individuals appointed to the committee pursuant to Section 1.3(i) or (ii) or Section 1.4(a), (b) or (c), as the case may be.
  - 1.8 An acting chair appointed by the CSAP pursuant to Section 1.7 shall be allowed to vote on any issue raised before the review committee.
  - 1.9 If, during its first meeting, the review committee is unable to elect a chair, the CSAP shall report this to the Department of Education and Culture, and the Department shall appoint a chair of the review committee that is neither a member of the school board or the school board staff nor a resident of the areas served by the school or schools whose closure is being considered.
  - 1.10 The chair of the review committee has the same rights as other review committee members, including the right to vote on any motion put before the committee.
  - 2.1 The review committee shall hold its first meeting by November 30 of the year preceding the calendar year during which the school(s) might be closed.
  - 2.2 The review committee shall consider and forward to the CSAP any issues that the review deems relevant to the potential closure of the schools, including:
    - (a) the effects that the school closures would have on the students' educational progress, CSAP finances, student transportation, maintenance requirements for CSAP facilities, student social development both in the schools that might close and in the schools that would accommodate the students, extra curricular activities for students, student council finances, cafeterias, and overpopulation in schools where the students might be transferred;
    - (b) the educational and financial consequences for the school district if the school(s) were kept open.
  - 2.3 Before writing its report, the review committee shall invite the citizens of the affected school areas to provide feedback in writing on possible school closures and hold at least one public meeting where people will have the opportunity to voice their concerns, in compliance with the procedures established by the review committee.
  - 2.4 A notice requesting feedback and announcing the public meeting provided in Section 2.3 shall be published in local newspapers at least three times, the first time at least three weeks before the date of the public meeting.

- 2.5 The review committee shall submit its report and recommendations to the CSAP by February 15 of the calendar year during which the school closure(s) might take place.
- 2.6 The source of any statistical data or any other information included in the review committee's report shall be clearly identified.
- 3.1 As soon as the CSAP receives the review committee's report, it shall ensure that this report is accessible to the public by providing copies in the CSAP's offices or in other convenient locations for the public, and by making enough copies available to school district residents, at no cost or at a cost that does not exceed the document's printing costs.
- 4.1 As soon as the review committee's report is made public, the CSAP shall invite school district residents to submit their comments on the report in writing and hold a public meeting to discuss the report, where any individual will be able to comment on the report, in compliance with the procedures established by the review committee.
- 4.2 The notice inviting people to submit feedback and announcing the public meeting pursuant to Section 4.1 shall be published in newspapers with a general distribution in the areas served by the schools whose closure is being considered, and shall appear at least three times, the first time at least three weeks before the date of the public meeting.
- 5.1 The CSAP shall make its final decision regarding any school closures by April 15 before the start of the school year during which the school closures would take place.
- 5.2 The decisions made by the CSAP pursuant to these regulations are final and cannot be modified by the Department of Education and Culture.
- 6.1 By December 31 of the calendar year during which a school is permanently closed at the latest, the school principal of each school where students from a permanently closed school have been transferred shall prepare a report on the transferred students' educational and social progress and how well they have adapted to their new school.
- 7.1 The CSAP shall make available to the population for consultation within a reasonable time frame:
  - (a) the policies and procedures adopted pursuant to Section 15 of the regulations established under the *Education Act*;
  - (b) any reports or any other information that a review committee or the CSAP might have used to reach its decision; and
  - (c) the report prepared pursuant to Section 6.

CSAP

Administrative Guideline

Re: Permanent School Closures

Date: October 13, 1998

D 235

Page 1 of 1

### **Preamble**

The Conseil scolaire acadien provincial wishes to establish an administrative guideline and administrative procedures regarding the permanent closure of schools that will be consistent with the regulation regarding permanent school closures and the amendment to the *Regulations Under the Act* of 1997, established pursuant to the *Education Act*.

With respect to the permanent closure of schools, the Conseil scolaire acadien provincial will follow the procedures outlined in Sections 17 to 23 of the regulations established pursuant to the *Education Act*.

Implementation: Assistant Superintendents

Evaluation: Assistant Superintendents

Administrative Procedure: P 235

Form: -



CSAP

Policy

Policy Type: Limits of Available Means

Policy Title: Permanent School Closures

Date: October 12, 1997

No. 235

Page 1 of 1

The Superintendent may not consider the permanent closure of a school:

- without complying with the established process in the regulations under the *Education Act* (Sections 14 to 23);
- without meeting the requirements of the *Canadian Charter of Rights and Freedoms*;
- without having a communication plan to inform parents of the process and timetable;
- without having an appropriate plan for relocating students.



## **REVIEW OF FACILITIES FOR PERMANENT CLOSURE POLICY**

The Halifax Regional School Board has a responsibility to effectively manage the use of its facilities. The need to provide effective education across the whole region, economic constraints, and the aging of physical plants require the examination of the feasibility of continuing to operate schools that prove to be inefficient.

- 1.0 Subject to the provisions of Article 5.0 of this policy, the School Board, under the Superintendent, will undertake an annual assessment of its school facilities.
  - 1.1 The School Board may exempt any or all schools from the review process.
- 2.0 The Superintendent will recommend to the Board, in accordance with Regulations under the Education Act, those schools that should be considered for possible permanent closure or consolidation with a neighboring school(s).
- 3.0 Recommended schools will meet one or more of the following criteria:
  - 3.1 Circumstances in the system indicate that change in facility use will result in better educational opportunities for students of the Halifax Regional School Board.
  - 3.2 Circumstances in the system indicate that change in facility use will result in reduced operating costs for the Halifax Regional School Board.
  - 3.3 Enrollment is less than 50% of the capacity for which the building is designed.
  - 3.4 Physical factors related to the school require a study of the feasibility of its long-term operations; i.e. mechanical condition, absence of facilities required for instruction in programs provided by the Board, environmental concerns, or other similar considerations.

- 4.0 The School Board may approve a review of individual schools or a review of schools within a designated area.
  - 4.1 An area review will address the accommodation of a student population into neighboring schools within the designated area or the redistribution of the area student population into fewer buildings within the designated area.
- 5.0 This policy shall not apply to the closure of a school or schools replaced by a newly constructed building, built to house students from the school or schools to be closed. (Reg. 14(3)).
- 6.0 The Board shall establish school review committees for each school or area of schools approved for review for possible permanent closure.
  - 6.1 The Board will consider all information pertaining to the possible permanent closure or consolidation of schools, including the report of the School Review Committee, staff reports, and information received at public meetings in reaching its final decision.

## **REVIEW OF FACILITIES FOR PERMANENT CLOSURE**

### **PROCEDURES**

#### **CONTENTS**

- 1.0 REPORT TO THE BOARD**
- 2.0 NOTICE TO THE COMMUNITY**
- 3.0 FORMATION OF THE REVIEW COMMITTEE**
- 4.0 TERMS OF REFERENCE AND OPERATIONAL RULES**
- 5.0 DUTIES AND RESPONSIBILITIES OF THE COMMITTEE**
- 6.0 DUTIES AND RESPONSIBILITIES OF THE BOARD**
- 7.0 PRINCIPAL'S REPORT**

#### **1.0 REPORT TO THE BOARD**

- 1.1 Annually, on or before September 30th, the Superintendent will report to the Board (hereinafter referred to as the Preliminary Report of Executive Council) with recommendations respecting the identification of schools for possible permanent closure.
- 1.2 Where the report identifies a school, schools or a designated area of schools for review, the report will reference the following:
  - 1.2.1 enrolment patterns and projections;
  - 1.2.2 general population patterns and projections;
  - 1.2.3 information available to the school board from HRM regarding future developments in the community that would influence the need to consider the closing of a school; and
  - 1.2.4 any other factors, which, in the opinion of the Superintendent, are relevant to the Board's consideration.
- 1.3 Where the Board has identified a designated area of schools for review, the Board, by separate motion, will identify a general reduction target for the designated area of schools, specified as either pupil places, classrooms or school buildings.
- 1.4 For the purposes of this procedure, a school shall be considered a school building.

## **2.0 NOTICE TO THE COMMUNITY**

- 2.1 Subsequent to approval by the Board of a school, schools or a designated area of schools for review, notice will be given to the public in the local newspapers not later than October 31st following the Board's approval of the resolution.
- 2.2 Such public notice will include:
  - 2.2.1 the school, schools or designated area of schools to be reviewed;
  - 2.2.2 the announcement of the formation of a study committee (hereinafter referred to as the School Review Committee or the Committee) to provide for public input;
  - 2.2.3 the timeline and general parameters for the study; and
  - 2.2.4 suggested dates for public meeting(s) scheduled.

## **3.0 FORMATION OF THE REVIEW COMMITTEE (the Committee)**

- 3.1 The Superintendent will appoint a staff person as Facilitator to work with the Committee throughout the review process.
- 3.2 The Facilitator will initially serve as the interim Chair of the Committee for the first scheduled meeting and/or until such time as the Committee appoints a Chair from its membership.
- 3.3 Where the Board has identified individual schools for possible permanent closure, the Superintendent will invite the School Advisory Council to serve as the Committee or will otherwise appoint members to the Committee.
- 3.4 Where the Board has identified a designated area of schools for possible permanent closure, the Superintendent will invite the School Advisory Councils from each of the schools within the designated area to appoint one (1) parent representative to the Committee, who is not an employee of the Board, to act on behalf of the School Advisory Council or will otherwise appoint members to the Committee.
- 3.5 Where the Board has identified a designated area of schools for possible permanent closure, the Superintendent will invite the principals of the High Schools and the Junior High Schools within the designated area of schools to request their respective Students' Councils to appoint a student representative to the Committee.

- 3.6 Where in the opinion of the Committee additional representation is required, such appointments, which are not employees of the Board, will be limited to five (5) and will be appointed by simple majority of the Committee.
- 3.7 The first meeting of the Committee will be scheduled to occur on or prior to November 30th during the year of its establishment.

#### **4.0 TERMS OF REFERENCE AND OPERATIONAL RULES**

- 4.1 The Superintendent will provide the Committee with Terms of Reference and Operational Rules that will govern the mandate of the Committee and outline its duties with respect to the review process.
- 4.2 The Terms of Reference and Operational Rules may, by necessity, change from time to time.

#### **5.0 DUTIES AND RESPONSIBILITIES OF THE REVIEW COMMITTEE**

- 5.1 The Review Committee (the Committee) will exist for the express purpose of providing advice to the Board on the possible closure of a school or schools within a designated area of schools.
- 5.2 The Committee is not empowered to either extend or limit the schools for consideration within a designated area of schools, nor is the Committee authorized to assume any authority with respect to the establishment of a final closure list for consideration by the Board in mid-April.
- 5.3 The Committee will meet and identify preliminary closure scenarios by the first week of December.
- 5.4 As per Section 18 (3) of the Regulations under the Act, "prior to preparing its report, a study committee shall invite the public to submit written comments on the possible closings and shall also conduct at least one public meeting at which comments can be presented orally by any person, pursuant to procedures established by the study committee."
- 5.5 It is understood and affirmed that the public meetings arranged by the Committee will be for the express purpose of seeking public input and will not be for the purpose of requiring the Committee to convince the public of the wisdom or value of the advice that it will provide to the Board in its final report in February.

- 5.6 The Review Committee will be assumed to be a Boundary Review Committee also and will make recommendations for changes to attendance boundaries consistent with the recommendations for school closure.
- 5.7 Where the Committee makes recommendations for changes to boundaries it is understood that these recommendations may include advice to the Board respecting the reconfiguration of schools. For example, it may be recommended that a Junior High School should be reconfigured to Grade Primary to Grade 9 where, in the opinion of the Committee such an adjustment would be reasonable.
- 5.8 The Committee will review the preliminary report of Executive Council, provided to the Board in September, and will review any additional pertinent data or information on enrolment patterns, demographic trends, development prospects, transportation costs and facility assessments that the Committee may gather through the Facilitator.
- 5.9 By the end of January the Committee will submit its final report to the Board through the Superintendent.
- 5.10 Presentation of the Committee's report by the Chair to Committee of the Whole Board will occur on or before the first Tuesday in February.
- 5.11 The Executive Council will provide to Committee of the Whole Board, on or before the second Tuesday in February, a detailed report on the school closure process with specific recommendations and proposed resolutions concerning the closure of schools within the designated area of schools as well as recommendations related to changes to attendance boundaries.
- 5.12 Notwithstanding the responsibility of HRM Council to assume ownership of former school properties following conveyance by the Board, the Committee may provide advice in its February report regarding possible future uses of abandoned school sites and buildings.
- 5.13 Dates and times of meetings as per Section 5.0 may be subject to change due to unforeseen circumstances such as inclement weather.

## **6.0 DUTIES AND RESPONSIBILITIES OF THE BOARD**

- 6.1 Upon receipt of the report of the Review Committee and the report of Executive Council in February, the Board shall ensure public access to the reports by providing copies for examination.



- 6.2 A public meeting or meetings, as required by the Education Act and Regulations, convened by the Chair of the Board, will take place prior to the end of March and will provide the public with an opportunity to respond to the report of the Review Committee and the report of Executive Council.
- 6.3 On or before April 15th in the year in which the Board receives a recommendation for closure from the Review Committee and/or the Executive Council, the Board will determine if a school or schools will close, the date for closure and the required boundary changes.
- 6.4 It is acknowledged and affirmed that the decision of the Board in mid-April may, at the discretion of the Board, deviate from the advice of either the Committee, Executive Council or both.
- 6.5 It is acknowledged and affirmed that in the event that the Board approves a designated area of schools for review for possible closure in September, that each and every school within the designated area of schools remains subject to possible closure until the time of the Board's final decision in mid-April.
- 6.6 Decisions of a School Board made in accordance with the process described in these regulations are final and shall not be altered by the Minister as per the Education Act & Regulations.

## **7.0 PRINCIPAL'S REPORT**

- 7.1 No later than December 31 in the calendar year in which any school is permanently closed, the principal of each school to which the students from the permanently closed schools have been transferred shall provide a report describing the educational and social progress of the transferred students and their adjustment to their new school or schools.
- 7.2 No later than June 30 in the school year in which any school is permanently closed, the principal of each school to which the students from the permanently closed schools have been transferred shall provide a final report describing the educational and social progress of the transferred students and their adjustment to their new school or schools.



# School Closure Process Review

Response Form

August 2006

---

## Instructions:

This form is provided to facilitate your response to the Discussion Paper on the School Closure Process Review. Please clearly indicate your responses in the spaces provided. An opportunity to include additional comments is provided at the end of the Response Form. Responses should be forwarded to the departmental mailing address, email, or fax number below.

The Department of Education is committed to ensuring that the mandated procedures for school closures continue to meet the needs of students, the education system, and communities. Your responses will assist the Review Committee in its review of the current process and recommendations for change.

Please mail your responses by **October 31, 2006** to:

School Closure Review  
Nova Scotia Department of Education  
Corporate Policy Branch  
P.O. Box 578  
Halifax NS B3J 2S9

You may also provide your input **electronically**, through email at: [review@ gov.ns.ca](mailto:review@ gov.ns.ca) .

Responses can also be **faxed** to 902-424-0519.

Should you have any questions, please **call**: (902) 424-5294.



## **Introduction**

There are two key processes related to permanent school closure which the Review Committee will examine.

Processes related to identification of schools for closure look at determining which schools should be selected for possible closure.

Policies related to the procedures for school closures are about the steps that schools boards go through to examine whether the identified school should be closed.

The following questions relate to these two processes, and ask for your input on the current processes as well as your ideas on possible improvements.



- Do you feel that the following criteria are appropriate for identifying schools for possible closure?

- |    |   |     |    |
|----|---|-----|----|
| A. | Enrolment patterns and projections  | Yes | No |
| B. | General population patterns and projections   | Yes | No |
| C. | Information available to the school board regarding future developments in the community that would influence consideration for closure | Yes | No |
| D. | The effects that closing a school would have on the educational and social opportunities available to students                          | Yes | No |

3. This question relates to steps that schools boards go through to examine whether the identified school should be closed. All school board policies and procedures for permanent school closure must include some mandatory procedural elements. Do you feel that the following key elements, as outlined in the *Ministerial Education Act Regulations*, are appropriate to include in procedures to be followed during a school closure process?

A.	Public notification of the board's intention to consider closure	Yes	No
B.	Public participation	Yes	No
C.	Appropriate public access to information that the school board uses to make its decision on the permanent closing of a school	Yes	No
D.	Consideration of educational and financial consequences	Yes	No
E.	Consideration of the effects on the community	Yes	No
F.	Sufficient time to inform the public, invite them to participate, and provide appropriate public access to pertinent information.	Yes	No
G.	A report, written by the principal responsible for the school to which the students have been transferred, that describes the educational and social progress of the transferred students and their adjustment to their new school	Yes	No

4. Are there other elements or steps that you feel should be included in procedures to be followed during a school closure process?

---

---

---

---

---

---

---

---

---

---

---

---



5. Have you ever participated in a consultation process for a school closure in your school region?

☐ Yes                      ☐ No                      ☐ Do not know

**If no or do not know, skip to question 10.**

**The following questions relate to your experience in participating in a school closure process.**

6. Were you satisfied with the process?

☐ Yes                      ☐ No                      ☐ Do not know

7. Did you feel that:

- A) There was sufficient time for public input and consultation?

☐ Yes                      ☐ No                      ☐ Do not know

- B) Public input was taken into consideration by the school board in making its decision?

☐ Yes                      ☐ No                      ☐ Do not know

- C) There was appropriate access to information that the school board used to make its decision?

☐ Yes                      ☐ No                      ☐ Do not know

8. The *Ministerial Education Act Regulations* require that school boards who do not establish their own policies and procedures for closure of a school must establish a Study Committee to examine and report to the school board on issues that are relevant to the possible closure.

- A) Have you ever participated on a Study Committee or a similar structure?

☐ Yes                      ☐ No                      ☐ Do not know

**If no or do not know, skip to Question 9.**

If yes,

B) Did you feel that the Study Committee fully examined all the relevant issues?

☐ Yes

☐ No

☐ Do not know

Comments:

---

---

---

---

---

---

---

C) Did the Committee develop a report?

☐ Yes

☐ No

☐ Do not know

Comments:

---

---

---

---

---

---

---

D) Did you feel that there was adequate public input into the development of the report?

☐ Yes

☐ No

☐ Do not know

Comments:

---

---

---

---

---

---

---

---

---

---

9. Overall, are there other adjustments you would make to the school closure process in which you participated?

---

---

---

---

---

---

---

---

---

---

10. In order to guide the process of considering whether to close a school, school boards usually establish a Committee to examine issues that are relevant to the possible closure.

Please indicate if you feel that representatives from the following groups are appropriate to include on a Committee as described above.

- |    |  |     |    |
|----|--|-----|----|
| A. | School Advisory Council  | Yes | No |
| B. | School board members   | Yes | No |
| C. | Community members  | Yes | No |
| D. | Students enrolled in the school being considered for closing<br>(if the school includes any or all of grades 7-12) | Yes | No |
| E. | School board staff   | Yes | No |

Are there other representatives you feel should be on such a Committee?

11. The following factors are outlined, in the *Ministerial Education Act Regulations*, as appropriate to include in the analysis of the school closure. On the scale shown below, please indicate how important you feel each factor is in the analysis for school closure.

Factors	Very Important	Important	Somewhat Important	Unimportant	Do not know
A. The effects that closing a school would have on the educational progress of students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. School board finances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Maintenance and facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Social development of the students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Student co-curricular activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Student government finances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Lunchroom facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Traffic at the school to which students may be transferred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Consequences for the school board of keeping the school open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note any other factors that you feel are important to consider:

---



---



---



---

12. The *Ministerial Education Act Regulations* currently require a Committee that is examining a school closure to hold its first meeting no later than November 30 immediately preceding the calendar year in which the school is proposed to close, and submit its report to the school board by February 15 of the year the school under consideration would close.

Do you feel that this amount of time (approximately 10 weeks) is sufficient for the Committee to consider the items noted in the previous question?

( ) Yes

( ) No

( ) Do not know

If no.

What length of time do you feel is appropriate to allow for examination of the issues related to the school closure and allowing for public input?

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

13. Under the *Ministerial Education Act Regulations*, following a school closure, a report must be prepared by the principal responsible for the school to which students from the permanently closed school have been transferred. This report must contain information on the educational and social progress of the transferred students, and must be prepared no later than December 31 of the year in which the school was closed.

The deadline of December 31 of the year in which the school was closed provides four months for the principal to assess the students who were transferred. Do you feel that this is an appropriate amount of time?

( ) Yes                      ( ) No                      ( ) Do not know

14. Do you have any other general comments you would like to make about the school closure process?

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## OPTIONAL INFORMATION ABOUT YOU

To help us understand who has contributed to the review, we would like to ask you the following optional questions.

1. Are you filling out this questionnaire as a: (check as many as apply)

- ☐ parent
  - ☐ student
  - ☐ community member
  - ☐ teacher
  - ☐ school administrator
  - ☐ school board staff
  - ☐ elected school board member
  - ☐ other education professional
  - ☐ representative of an educational organization
- please specify: \_\_\_\_\_
- ☐ other
- please specify: \_\_\_\_\_

2. In what county do you reside?

\_\_\_\_\_

3. Which school board serves you? (check one)

- ☐ Annapolis Valley Regional School Board
- ☐ Cape Breton-Victoria Regional School Board
- ☐ Chignecto-Central Regional School Board
- ☐ Conseil scolaire acadien provincial
- ☐ Halifax Regional School Board
- ☐ South Shore Regional School Board
- ☐ Strait Regional School Board
- ☐ Tri-County Regional School Board



**Thank you for completing this questionnaire. Your input is valued and will be considered in the analysis process and in development of the summary report.**

Completed Response Forms can be submitted by mail to:

School Closure Review  
Nova Scotia Department of Education  
Corporate Policy Branch  
P.O. Box 578  
Halifax NS B3J 2S9

You may also submit your Form by fax to:  
(902) 424-0519

You may also provide your input by email at: [review@ednet.ns.ca](mailto:review@ednet.ns.ca)

**Deadline for Submissions: October 31, 2006**

A summary report of feedback from the consultations will be developed during the fall, and, once completed, will be made available in hard copy as well as on the department's website at [www.ednet.ns.ca](http://www.ednet.ns.ca)

Should you wish to receive a copy of the summary report, please include the following information:

Name: \_\_\_\_\_

Email Address (to receive an electronic copy): \_\_\_\_\_

Mailing address (only complete if you wish to receive a hard copy)

\_\_\_\_\_  
\_\_\_\_\_

Postal Code: \_\_\_\_\_

